

# Quick Start Guide: Preparing for an Audit



## CPD Home is committed to supporting you to:

- 1 undertake meaningful professional development
- 2 meet your CPD requirements under the Medical Board of Australia's (MBA)'s Registration Standard: Continuing professional development (the Standard)
- 3 easily demonstrate your compliance should you be audited by the MBA or CPD Home.

All AMC accredited CPD homes are required to annually audit subscriber CPD records to assess the completeness of evidence and educational quality of CPD activities undertaken during the CPD year.



## By auditing subscribers, CPD homes:

- demonstrate their compliance with the Criteria for AMC Accreditation of CPD Homes
- provide an accountability mechanism that supports and substantiates participating subscriber compliance with the Standard
- provide assurance to the community that the CPD activities participating subscribers undertake are relevant to their registered scope of practice and aimed at improving their practice
- enable early identification of subscribers who may need support with:
  - preparing their written CPD Plan
  - identifying compliant CPD activities
  - progressing, recording, verifying and keeping track of completed CPD activities that align with the Standard
  - accessing some other intervention afforded in response to an exceptional circumstance or special consideration, and
- provide a mechanism for informing its own quality improvement activities.

In the first quarter of each CPD year, AMA CPD Home will audit 5% of subscribers from the previous CPD year to ensure compliance against the Standard. The audits will be conducted randomly and exclude subscribers who are exempt from participating.



## What you need to do

You must meet the mandatory requirements of the Standard by:

- 1 completing 50 hours of CPD activities across Domain 1: Educational Activities (minimum 12.5 hours) and Domain 2: Reviewing Performance (minimum 5 hours) and Measuring Outcomes (minimum 5 hours) (Domain 2 total minimum 25 hours)
- 2 submitting your written CPD Plan and end of year reflection using the two online forms accessed on your CPD Tracker (Please note: completing your CPD Plan and CPD Reflection accounts for the minimum 5 hours of Reviewing Performance)
- 3 logging CPD activities addressing the four CAPE aspects
- 4 uploading your supporting evidence to substantiate completion of each CPD activity
- 5 for some specialists, addressing the higher-level CPD requirements set by the MBA for your specialty, if required.

A range of Quick Start Guides that support your CPD journey are accessed from the **Resources** menu on your CPD Tracker desktop.

Read our **Quick Start Guide: Understanding CPD compliance requirements** for a snapshot.



Getting ready

1 On your Dashboard, select 2026 from the CPD Year drop-down list.

2 View your Statement of Completion.

Read our **Quick Start Guide: Downloading your end of year Statement of Completion** to learn how.

If your statement is not available, this means you are yet to meet the requirements of the Standard for the CPD year. Don't worry! You have until 31 March to self-record your completed CPD activities with supporting evidence from last year.



To self-record your 2026 completed CPD activities, simply follow the below steps. Check you are viewing the 2025 CPD year on your Dashboard before you begin.

Self-record on the CPD Home Desktop

- 1 Log in to CPD Home
- 2 From the Dashboard, click the Upload Activity button
  - a Click on the + sign at the top to select the appropriate domain  
You will then see a list of activity types to choose from under that domain
  - b Click on an activity type to view a list of activities under that type
  - c Select the relevant activity
  - d Enter the CPD hours and minutes undertaken for that activity
- 3 Select the relevant CAPE aspect (if applicable)
- 4 If you are a specialist and the activity is relevant to the MBA's high-level requirements, tick the relevant box (optional)
- 5 Enter the details of the activity in the Details section. All fields are mandatory
- 6 Reflect on the learning you have undertaken
- 7 Click Save
- 8 Upload your supporting evidence anytime and remember to click Save again.  
You can upload multiple .JPG and .PDF file types, including learning notes, and review your learning activity



Self-record on the CPD Home App

Did you know that CPD Home has an app?  
For CPD activity tracking on the go, download our app by following the instructions below.



For Android, go to the Google Play Store and search for download CPD Home App and click install.



For Apple, go to the App store and search and download the CPD Home App.

Once you install the CPD Home App, please follow the steps to self-record on the CPD Home Desktop above.

Once your activities have been recorded and your Statement of Completion is available on your 2025 Dashboard, the last step is to ensure you have uploaded your supporting evidence for each activity.

Where CPD activities completed through third parties provide evidence of your participation e.g. a Certificate of attendance that can be easily uploaded to your record, many CPD activities completed during your working day do not provide supporting evidence.

Our downloadable CPD activity logs and templates enable you to provide accepted supporting evidence of your participation when self-recording your completed CPD activities. Please refer to the **CPD Home Program Guide 2026** for examples of supporting evidence by activity type.

Uploading completed logs or templates meets the supporting evidence requirements of an audit. Read our **Quick Start Guide: Downloading and saving activity logs and templates for recording evidence of participation** to learn how.

